



news and information  
for employees of the  
City of Saint Paul

January 7, 2005

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*City Update*

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# **Update: Microsoft Office 2003 Migration**

*By Cindy Mullan*  
*Information Services*

With the recent adoption of the 2005 budget by the City Council, the Microsoft Office 2003 migration is well underway. Department and Office liaisons are gathering information and providing documents that can be used for conversion testing and for creating a portfolio of standard documents. They are an excellent group of customer representatives who will make the City's migration effort proceed more smoothly.

Installation of Microsoft Office 2003 will begin in January. The product should be available to all customers by the end of April. Training and conversion efforts with departments and offices will follow as the product is installed.

Also on tap in January is an online assessment for all City computer users. The assessment will identify the level of familiarity customers have with Microsoft Office. Results from the assessment will be used to develop a City-wide training plan.



Conversion remains a concern for everyone. Testing is underway on several automated tools that could simplify the conversion process. While some customers are trying to get a jump start by converting their WordPerfect documents to earlier versions of Microsoft Word, this approach is discouraged. Documents in earlier versions of Word will have to be converted. Converting WordPerfect documents to an earlier version of Word and then to Word 2003 doubles the conversion effort.

The Microsoft 2003 Migration Project intranet website at <http://spnet.ci.stpaul.mn.us/depts/ot/pm/projects/msoffice/> is an excellent source of information. The site is updated frequently. We encourage you to check the site on a regular basis for the latest news on the project and to get answers to your questions.

***Please print this for your co-workers. The City is continuing to save money by not producing printed copies of the City Update, but still needs to communicate to all employees. Please help by printing this newsletter (preferably back-to-back) for workers in your area who do not have computer access. Thank you.***

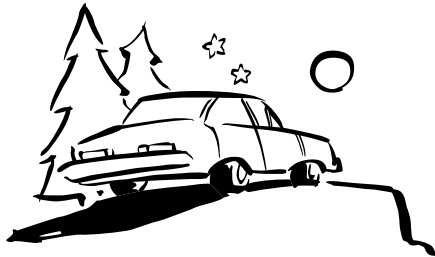
## Your Car Search Ends Here!

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\*The interest rate applies to 1989-current model years, and is determined by the term of the loan and your credit record. Rate was in effect 12/30/04 and is subject to change.



## Therapeutic Massage By Professional Massage Therapist Roger Mound

*Massages may be scheduled for 15 or 30 minutes and must be on your work breaks, not on City / County time.*

*Massages are usually given in the Conference Room and cost \$18 per 15 minutes. A sign-up sheet is always at the front counter.*

*Every Wednesday, 4th Floor City Hall Annex from 10 a.m. - 2 p.m.*

*Every Thursday morning LIEP office from 9 a.m. - 12 p.m.*

*For more information and appointments call Roger Mound directly at 612-396-3382*

## Capital City Wind Ensemble played holiday favorites at McCarrons Campus



*From right to left: Richelle Nicosia-SPRWS (flute), Lois Laitinen-U of M (clarinet), Don Varney-Parks & Rec (Alto Sax), Bill Tschida-SPRWS (tenor sax), Tina Cavitt-Ball Cap Productions, Roger Gruppe-Public Works, (ret.) and Steve Lorbach-OT (trumpets), Mary Livingston-Parks and Rec (Euphonium), and Jim Zi eba, Public Works (piano) performed under the direction of Max Metzger. (Photo, Jodi Wallin - SPRWS)*

## City job openings as of January 7, 2005

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
01/10/05	Assistant Golf Course Superintendent	\$21.24 per hr	01/19/05
01/10/05	Parks Worker - Golf (seasonal)	\$14.56 per hr	See Job Ann
01/11/05	Water Meter Technician (prom)	\$1,314.58 bi-weekly	See Job Ann
01/12/05	Business Assistance Program Supervisor	\$1,771.56 bi-weekly	See Job Ann
01/13/05	Parks Worker II (seasonal)	\$12.59 per hr	See Job Ann
01/13/05	Survey Crew Leader (prom)	\$1,529.77 bi-weekly	See Job Ann
01/18/05	Refectory Attendant (seasonal)	\$10.03 per hr	See Job Ann
01/18/05	Refectory Supervisor (seasonal)	\$1,072.47 bi-weekly	See Job Ann
01/18/05	Cable Communications Officer	\$2,390.81 bi-weekly	See Job Ann
01/21/05	Environmental Health Specialist II (prom)	\$1,923.34 bi-weekly	See Job Ann
01/24/05	Accountant I	\$1,387.32 bi-weekly	01/26/05
01/31/05	Parks Worker I (seasonal/temp)	\$7.75/\$8.42 per hr	See Job Ann

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: (651) 266-6500 or visit the web site: [www.ci.stpaul.mn.us/jobopenings](http://www.ci.stpaul.mn.us/jobopenings). For jobs announced after January 5, 2005, please call our 24-hour job line, (651) 266-6502.